



**City of Riverside
Personnel Policy and Procedure Manual**

Approved: _____

Personnel Director

City Manager

Number: V-1 Effective Date: 5/92

SUBJECT: TRAINING

PURPOSE:

To establish a policy to provide for professional and technical skill training of employees which results in increased productivity and efficiency and further enhances the City's goals of service to the community.

POLICY:

In order to create an atmosphere wherein training and career development are considered vital and important, the City shall make efforts to provide training for all levels of employees in the organization and encourage employees to participate in a program of career development. The training program shall foster the development of skills, abilities and attitudes which are required for current jobs and for future advancement within City employment.

Training shall consist of City-wide training programs and departmental programs. The Personnel Director shall be responsible for administering City-wide training programs. Each Department Head shall be responsible for administering department specific training programs.

City-wide training programs shall be made available to employees as determined by appropriate levels of management. The programs shall consider a cross-section of City employees and not be specific as to a singular field or department. Efforts shall be made to provide training for all levels of the organization.

The City shall assess training needs. A periodic need assessment shall be conducted to establish City-wide training needs in four categories: Management, Supervisory, General, and Technical. After training needs are established and are ranked by priority, the Training Administrator and departmental representatives shall determine whether needs shall be best met by using internal training personnel or external trainers.

Departmental training programs may be implemented by departments. The City's Training Administrator may provide technical assistance or coordination of the training. The Personnel Department may also act to broker training for selected departments or coordinate training with other agencies.

Training programs shall be evaluated to assure the maximum return on the investment of funds and staff hours. Evaluations shall be provided following completion of training.

PROCEDURE:

Responsibility	Action
Department Heads/Supervisors Training Committee/Employees	1. Assist Training Administrator in assessing City-wide training needs
Training Administrator	2. Notifies Department Heads of training courses available to employees
Department Head	3. Assures that all employees are informed of training courses available to employees.
Employee	4. Notifies immediate supervisor of courses desired to be taken.
Supervisor	5. Approves or disapproves request.
Employee	6. If approval is given by supervisor, completes training application form.
Department Head	7. Approves or disapproves Training Application Form and submits to Training Administrator.
Training Administrator	8. Notifies Department Head of employee's enrollment in class.
Supervisor	9. Arranges employee release time and coverage if necessary.
Employee	10. Attends class
	11. Completes training evaluation form.
Training Administrator	12. Reviews and compiles all Training Evaluation forms.
Training Committee	13. Evaluates the class to determine effectiveness of program and for determining eligibility for future qualifications and submits recommendations to Training Administrator and Department Head.